

# Notification of Account Deactivation

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your account with [Company Name] has been scheduled for deactivation.

The deactivation will occur on [Insert Deactivation Date] due to [reason for deactivation, e.g., inactivity, policy violations, etc.]. We recommend that you take the necessary steps to reactivate your account if you wish to maintain your access to our services.

If you believe this deactivation is a mistake or if you have any questions, please contact our customer support team at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]